



EMPLOYMENT OPPORTUNITY

1. RPA #	8319-DSA
ANALYST'S INITIALS	pmc
DATE	05/31/07

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Fire and Life Safety Officer I	POSITION NUMBER 720-301-4348-901	TENURE PERMANENT	TIME BASE Full Time	CBID R09
OFFICE OF Los Angeles Regional Office	LOCATION OF POSITION (CITY or COUNTY) Los Angeles, CA			MONTHLY SALARY \$5,337 TO \$6,482
SEND APPLICATION TO: Division of State Architect 700 N. Alameda Street, Suite 5-500 Los Angeles, CA 90012 Attn: Gabriela Trebino	REPORTING LOCATION OF POSITION 700 N. Alameda Street, Los Angeles, CA 90012			
	SHIFT AND WORKING HOURS DAYS - 8 am – 5 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (213) 897-3995			PUBLIC PHONE NUMBER () -
SUPERVISED BY AND CLASS TITLE Frank Chia, Supervising Structural Engineer			FILE BY 06/15/07	

SELECTION CRITERIA - -

- Please submit a completed State Application (STD 678) and resume to the address above.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

ESSENTIAL FUNCTIONS

In order to ensure compliance with applicable fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations, upon acceptance of submittals by the Senior Architect (Project Intake Specialist);

- Reviews plans and specifications of public schools, community colleges, and essential services buildings, and other projects in accordance to the DSA formal plan review process. Buildings represent a full range of types of construction and occupancies involving a wide variety of codes and standards.
- Reviews fire alarm and fire sprinkler shop drawings, change orders, addenda, deferred approvals and other submittals for fire and life safety code compliance in accordance to the DSA formal plan review process.

CLASS TITLE Fire and Life Safety Officer I	POSITION NUMBER 720-301-4348-901	RPA NUMBER 8319- DSA	FILE BY 06/14/07
<p>In order to resolve and enforce fire and life safety code issues and requirements during back reviews and preliminary meetings held during conceptual phase of the project, maximize use of plan review hours and reduce construction errors; utilizing knowledge of Title 19 and 24 requirements and the DSA plan review process:</p> <ul style="list-style-type: none"> • Interacts with and responds to questions from design professionals on the telephone or in person as necessary to assist in the completion of fire and life safety review and close of projects with certification. • Attends preliminary design and pre-construction conferences with the Architect, District Representative and representatives from DSA Structural Safety and Access programs to discuss the project, give DSA a chance to look at a proposed design and identify potential problem areas and issues that may not be clear as directed by lead FLSO staff. 			
<p>MARGINAL FUNCTIONS</p> <p>In order to provide equitable service to all clients and ensure that plans are reviewed in a timely manner, upon receipt of submitted documents</p> <ul style="list-style-type: none"> • Tracks, prioritizes, and manages fire and life safety inventory of submittals by maintaining active logs of submittals, documenting the order they are received and type of work then scheduling work assignments in chronological and/or priority order based upon size of project, complexity and design or stage in construction utilizing the e-Tracker database system. <p>In order to ensure compliance with fire and life safety codes and regulations for structures which fall under the DSA jurisdiction, upon direction from lead DSA personnel:</p> <ul style="list-style-type: none"> • Performs site inspection work of average difficulty and prepares construction reports which identify progress and problems as they relate to fire and life safety building standards; makes formal inspections of completed construction work and advises project participants on construction methods, techniques and materials and fire and life safety code related matters, utilizing knowledge of fire and life safety codes and regulations including Title 19 and 24 of the California Code of Regulations. 			
<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Plan review code applications; general building code applications; basic engineering, architectural and building design practices and procedures; standards, methodology and terminology used in the building construction industry; code compliance in fire and life safety; fire protection equipment and systems; exiting systems; mechanical and electrical systems and components; standards and methods of construction; construction documents and reports; methods of conducting building construction inspections; Titles 19 and 24, California Code of Regulations; Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.</p> <p><i>Ability to:</i> Analyze situations accurately, reason logically and take effective action; check plans and specifications for design materials and code conformance; inspect facilities for fire and life safety code compliance; prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys; communicate effectively and make presentations; establish and maintain the confidence and cooperation of those contacted in the work; provide clarification and guidance regarding the application of codes, regulations, and laws.</p>			
<p>DESIRABLE QUALIFICATIONS</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Tact and diplomacy in dealing with internal and external customers. • Experience performing plan review in a jurisdiction. • Dependable, reliable, adaptable and punctual • Willingness to take direction from lead personnel. • Ability to provide lead person responsibilities in a professional tactful manner • Ability to work in a team environment with multiple disciplines. 			

CLASS TITLE Fire and Life Safety Officer I	POSITION NUMBER 720-301-4348-901	RPA NUMBER 8319- DSA	FILE BY 06/14/07
---	--	---------------------------------------	-----------------------------------

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Effectively handle stress and meet deadlines.
- Effectively communicate with clients and staff.
- Read, apply and interpret a variety of technical documents, construction documents, laws, codes, standards and guidelines.
- Effectively handle stress and meet deadlines.
- Move objects, such as construction documents, weighing up to 35 pounds.
- Standing, bending squatting, climbing, kneeling, crawling and twisting are required.
- Grasping, pushing/pulling, reaching above, at and below shoulder are required.
- Driving to different job sites is required (A valid California Driver's License is required).
- Occasionally walking on uneven ground; exposure to excessive noise; exposure to extremes in temperature, humidity or wetness; exposure to dust, gas fumes, or chemicals; working at heights are required.
- Working overtime on a fairly frequent basis (40 hours per month is not uncommon.)

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.